

Filing a Plan

STEP 1 Click the **Bankruptcy** hypertext link on the **CM/ECF Main Menu**. (See Figure 1)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2)



Figure 2

Click on **File a Plan**.

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3)

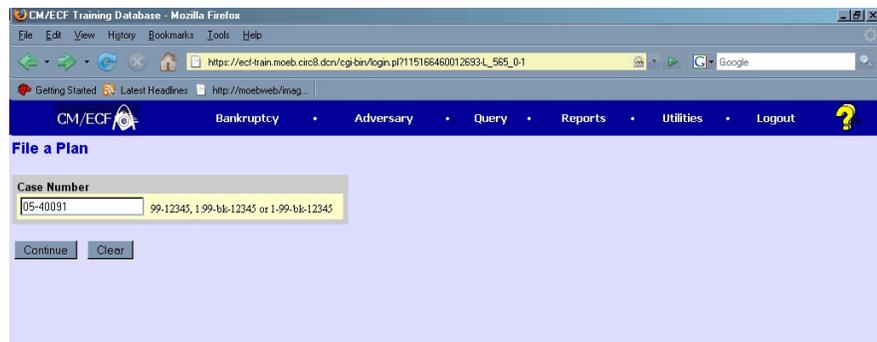


Figure 3

Enter the case number, including the hyphen. YY-NNNNN

Click on the **[Continue]** button.

The **CASE INFORMATION** screen displays. Click **[Continue]**.

STEP 4 The **DOCUMENT SELECTION** screen displays. (See Figure 4)**Figure 4**

Select **Chapter 13 Plan** from the pick list of events.

Click on **Chapter 13 Plan** to select it.

Click on the **[Continue]** button.

STEP 5 The **JOINT FILING** screen displays. (See Figure 5)**Figure 5**

This screen is only used if another attorney is joining in a filing.
No action is necessary.

Click on the **[Continue]** button.

STEP 6 The **SELECT THE PARTY** screen displays. (See Figure 6)



Figure 6

Click to highlight the party filer name.

Click on the **[Continue]** button.

STEP 7 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7)

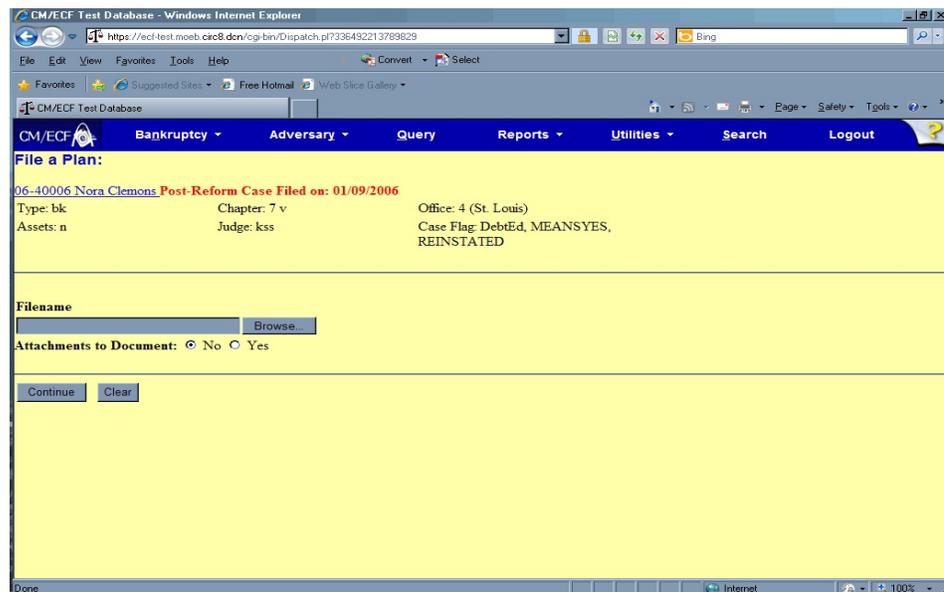


Figure 7

Click **[Browse]**, then navigate to the directory where the PDF file is located or type in the entire drive and directory path.

To verify accuracy of the document prior to uploading, right click on the document name.

- Select open from the drop down list.
- Verify document contents.
- Click the **X** in the upper right corner of the document screen.

Double-click the PDF file to select it.

Click on the **[Continue]** button.

STEP 8 The **CERTIFICATE OF SERVICE** screen displays. (See Figure 8)

CM/ECF Training Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://ecf-train.moeb.circ8.dcn/cg-bin/login.pl?14685935L_565_01

Getting Started Latest Headlines http://moebweb/mag

CM/ECF Bankruptcy Adversary Query Reports Utilities Logout ?

File a Plan:

05-40091 Walter J. Daniels **Post-Reform Case Filed on: 12/29/2005**

Type: bk Chapter: 13 v Office: 4 (St. Louis)

Assets: n Case Flag: PhiDue, DebtEd

Is a Certificate of Service a part of the pdf attachment(s)?

Continue Clear

Figure 8

You must click on the drop-down arrow and choose “Yes” or “No.” All Chapter 13 plans must include a certificate of service and the debtor must serve the plan on all creditors and parties in interest.

Click **[Continue]**.

STEP 9 The **MODIFY TEXT** screen displays. (See Figure 9)

CM/ECF Training Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://ecf-train.moeb.circ8.dcn/cg-bin/login.pl?11516640012633L_565_01

Getting Started Latest Headlines http://moebweb/mag

CM/ECF Bankruptcy Adversary Query Reports Utilities Logout ?

File a Plan:

05-40091 Walter J. Daniels **Post-Reform Case Filed on: 12/29/2005**

Type: bk Chapter: 13 v Office: 4 (St. Louis)

Assets: n Case Flag: PhiDue, DebtEd

Docket Text: Modify as Appropriate.

Chapter 13 Plan, Certificate of Service: yes. Filed by Debtor Walter J. Daniels (RE: related document(s)[1] Voluntary Petition (Chapter 13), Voluntary Petition (Chapter 13), Voluntary Petition (Chapter 13), Voluntary Petition (Chapter 13)). (pfieatty,)

Continue Clear

Figure 9

In the text box additional text for the plan may be added according to the court’s procedures.

Click on the **[Continue]** button.

STEP 10 The **FINAL TEXT** screen displays. (See Figure 10)



Figure 10

Verify the final docket text.

CAUTION!! This is your last opportunity to change this event. Clicking **[Continue]** will submit this order to the database.

If the final docket text is incorrect, click on your browser's Back button to find the screen to be modified. To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF Main Menu** bar.

If correct, click **[Continue]**.

STEP 11 The **NOTICE OF ELECTRONIC FILING SCREEN** displays.

The Notice of Electronic Filing is the verification that the filing has Been sent electronically to the court's database.

To print a copy of this notice, click on the browser **[Print]** icon. You may also save the notice through the browser **File/Save** option.